

In accordance with article 11. of the Bylaw on Studying at RIT Croatia (hereinafter referred to as: the Regulations), the Academic Senate of RIT Croatia (hereinafter: the Academic Senate) at the sitting held on August 30, 2023 adopted the following:

## RIT CROATIA COOPERATIVE EDUCATION BYLAW

### FOR THE ACADEMIC YEAR 2023./2024.

#### Article 1.

- The Bylaw on Cooperative Education regulates the obligations between the students and RIT Croatia in performing cooperative education (hereinafter: co-op) according to the plan and program of studying for the corresponding study.

#### Article 2.

- Co-op is a mandatory and integral part of the study program for all RIT Croatia students.
- The goal of co-op is to enable students to gain work experience, develop professional skills and complement theoretical with practical knowledge.
- The Career Services Office of RIT Croatia works as a liaison in establishing contacts and facilitating co-op placements, and informs the students of the co-op opportunities.
- Every RIT Croatia student is responsible for finding his/her co-op placement and successful completion of co-op.

#### Article 3.

- Hospitality and Tourism Management students enrolled in the Academic year 2021/2022 must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in a total duration of a minimum 800 working hours. For successful completion of each co-op block, students receive 12 ECTS points.
- Hospitality and Tourism Management students enrolled prior to the academic year 2021/2022 must complete a minimum of three (3) co-op blocks as follows: after the freshman year, sophomore year and junior year, in total duration of a minimum 1200 working hours. Students enrolled prior to the academic year 2021/2022 do not receive ECTS points for co-op.
- IT/Web and Mobile Computing students must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of a minimum 800 working hours. Students enrolled in the academic year 2021/2022 will receive 12 ECTS points for the successful completion of each co-op block. Students enrolled prior to the academic year 2021/2022 do not receive ECTS points for co-op.
- International Business students must complete a minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of a minimum 800 working hours. Students enrolled in the academic year 2021/2022 will receive 12 ECTS points for the successful completion of each co-op block. Students enrolled prior to the academic year 2021/2022 do not receive ECTS points for co-op.
- One co-op cycle lasts a minimum of ten (10) weeks and four hundred (400) working hours, full time work (minimum 40 hours a week and 8 hours a day).
- New Media Design students must complete a minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of a minimum 400 working hours. Students enrolled in the academic year 2022/2023 will receive 6 ECTS points for the successful completion of each co-op block. In order to obtain a Croatian diploma, students must complete a minimum of two (2) co-op blocks after the sophomore year and junior year, in total duration of a minimum 400 working hours. In order to obtain an American diploma, co-op completion is optional.
- Students on academic suspension cannot register for co-op.

- Students cannot register for co-op in their last semester of studying.
- Co-op must be in the field of studying and approved by the Career Services Office.
- Student cannot be registered for co-op and classes at the same time.

#### Article 4.

- After a co-op position has been approved on behalf of the Career Services Office, a student has to register the co-op. For the co-op registration a student needs to submit stamped and signed co-op Registration Form to the Career Services Office in the first week of co-op. The co-op will be considered invalid if a student submits the registration form after the deadline.
- The co-op Registration Form must contain accurate and complete information.
- In the case of any changes from the initially submitted co-op registration form (change of co-op time frame, location of mentor change) student has to inform the Career Services Office immediately.
- In order to receive a grade for a registered co-op, students submit the co-op report forms (*Employer Evaluation Form and Co-op Report Form*) to the Career Services Office by the deadline set by the Career Services Office. The co-op will not be accepted in case of late submission of evaluation forms.
- Form from Paragraph 1 of this Article can be found on the RIT Croatia web page. Forms from Paragraph 4 of this Article are integrated components of the Cooperative education course, and are available to students, enrolled in the mentioned course, through the platform MyCourses.

#### Article 5.

- The Career Services Office conducts random co-op checks (based on the information provided on the co-op registration form).
- If a student fulfilled all minimum requirements from Article 4. of this Bylaw and received a satisfactory employer's evaluation, the co-op will be graded with the grade "S" (Satisfactory)
- If a student did not fulfill all minimum requirements from Article 4. of this Bylaw and received an unsatisfactory employer's evaluation, the co-op will be graded with the grade "F" (Failure) and the student will have to repeat the co-op. If the co-op was graded with the grade "F", a student will not receive 12 ECTS points for the Service Management major, Web and Mobile Computing major, and International Business major (valid only for students enrolled to RIT Croatia in the academic year 2021/2022), or 6 ECTS points for the New Media Design major (valid for students enrolled in the academic year 2022/2023).
- If during the random co-op check it was discovered that the student was not working from location or with the employer as indicated on the registration form, the co-op will be graded with an "F" (Failure) grade and the student will have to repeat the co-op.
- If a student received an "F" (Failure) grade for any co-op block and has not repeated the co-op before the last semester of the study program, the student will not be able to graduate.
- In exceptional circumstances when a student has relevant work experience before starting the undergraduate program, the co-op may be waived. The waiver must be approved by the Career Services Office.

#### Article 6.

- Registration Form and Co-op Report Forms, and other co-op documentation are archived in students' files.

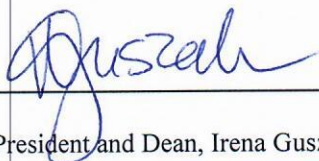
#### Article 7.

- While on co-op, students are representatives of RIT Croatia and are expected to act appropriately in performing their job duties, responsibilities and behavior, and promote values of RIT Croatia- as stated in the Bylaw on Studying at RIT Croatia, Ethical Code, moral norms and acceptable academic behavior at RIT Croatia and other relevant documents.
- In case of a legitimate reason for terminating a co-op placement, a student should report to the Co-op Office immediately.
- Disciplinary action will be taken in the instance that a student does not fulfill his or her contractual obligations or in case of inappropriate behavior. Disciplinary cases are referred to the Ombudsperson and the Associate Dean.

Article 8.

- The Bylaw will become effective from the day of enactment and will be implemented from September 1, 2023.
- The Bylaw will be published on the RIT Croatia notice board and web page.

In Dubrovnik, August 30, 2023.



President and Dean, Irena Guszak

